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## MEMORANDUM

TO: Superintendents  
FROM: Rebecca Holcombe, Secretary of Education  
COPY: Alyson Richards, Director of Special Projects and Intergovernmental Affairs  
SUBJECT: Single Point of Contact  
DATE: September 12, 2014

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At this time in Vermont there is a great deal of exciting work going on to benefit preschool children and their families.

Last December, Vermont was awarded a Race to the Top-Early Learning Challenge grant. Since then, the Governor's Early Learning Framework and Action Plan have been completed and a universal access to preschool law was passed by the Vermont Legislature. Currently, a group is working on a new grant that, if awarded, would provide funds to improve the quality of early learning and development programs in the state.

In order to better coordinate this, it makes sense to have a single point of contact at each supervisory union who would communicate with staff from the Agency of Education about the early learning and development opportunities and requirements. Please designate one individual in your supervisory union who will be this contact. Ideally this is someone who is involved in this work in your SU/SD and who has regular access to others who need to be involved. For example, if a preschool coordinator is designated as the point of contact, it is important for that person to be able to connect with the business manager concerning financial matters.

Please send the name and contact information of the person you designate to [shirley.rawson@state.vt.us](mailto:shirley.rawson@state.vt.us) by Wednesday, September 17, 2014.